Kingdom Of Saudi Arabia Ministry Of Education Princess Nourah bint Abdulrahman University College Of Business & Administration HR

(048)



المَمَلكة العَربَيَّة السَّعوديَّة وزارة التعليم جامعة الأميرة نورة بنت عبدالرحمن كلية الإدارة و الأعمال الموارد البشرية ( ١٤٨)

Request for compulsory leave

<b>\( \lambda_{1} \)</b>	T !
Number:	Location:
Respectable	
I would like to be granted a c	ompulsory leave for(day/days)
Starting from: / /20	<i>Up to:</i> / /20
Signature:	Date:
Second: 1	Head of the Department approval
☐ There is no objection to granting	ng her the required leave if she is entitled to by the system.
$\Box$ <i>I do not agree with the leave re</i>	
Name:	
Signature:	
	Human Recourses Auditing
	Human Recourses Auditing  Balance before the required leave per day:
Third:	
Third:  □Approved by system.	Balance before the required leave per day:
Third:  □Approved by system.  □Unapproved by system.	Balance before the required leave per day:
Third:  ☐Approved by system.  ☐Unapproved by system.  Approval of the HR Department	Balance before the required leave per day: ent:
Third:  ☐Approved by system.  ☐Unapproved by system.  Approval of the HR Department	Balance before the required leave per day: